

**UTILITY WORK IN RIGHT-OF-WAY  
APPLICATION OF PERMIT**

**INSTRUCTIONS:**

Fill out the block below labeled "APPLICATION INFORMATION" being sure to mark the appropriate spaces when indicated. If all areas in the applicant block are not filled out, it may delay processing of the permit. Please sign on the reverse side of this form where indicated.

The following application does not become an approved permit until signed on the reverse side by an authorized agent of the utility company and authorized by a representative of the approving agency. If a certificate of insurance is not already on file with the approving agency, it must be provided before a permit can be issued. Please provide three sets of construction plans with the completed permit application.

**\*\*\*\*\* APPLICANT INFORMATION \*\*\*\*\***

UTILITY COMPANY NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ PROPOSED START DATE: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_  
24 HOUR EMERGENCY PHONE NUMBER: \_\_\_\_\_  
PROJECT LOCATION: TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ SECTION: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

THREE SETS OF CONSTRUCTION PLANS SUBMITTED [ ]

WORKS BE PERFORMED BY: Utility Company [ ]  
Subcontractor [ ]

Subcontracting Firm's Name: \_\_\_\_\_

Field Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**\*\*\*\*\* APPROVING AGENCY'S USE \*\*\*\*\***

Insurance Certification on file [ ] Submitted [ ]

Attached Standard Drawings: \_\_\_\_\_

[ ] 8" Diameter Vacuumed Hole (see attached handout)

[ ] Open Cut

Special Provisions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

## GENERAL PROVISIONS:

1. CALL THE APPROVED AGENCY TWO BUSINESS DAYS PRIOR TO START OF WORK.  
See below.
2. Traffic control shall conform to the requirements of the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
3. Pavement cutting will not be allowed without prior approval; approval will be given on a case basis only.
4. Open cuts of pavement shall be patched with cold mix or covered with steel plates to accommodate traffic overnight or until the final hot patch is constructed.
5. All trenching and pavement cuts shall be guaranteed against settlement.
6. A copy of an approved permit and construction drawings must be on the job at all times that work is being performed.
7. Oregon State Law requires you follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR952-001-0010 through OAR952-001-0090. You may obtain copies of the rules by calling the center at 503-232-1987 or 1-800-332-2344.

The applicant shall indemnify and save harmless the City of McMinnville, its Council, its agents officers, and employees from all suits and actions; claims of any character brought because of injuries or damages received or sustained by any person or property on account of the operations of the said Applicant, his Subcontractors, or the employees of either, or on account of consequence of any neglect in safeguarding the work; or because of any act or omission, neglect, or misconduct of the said Applicant.

The Applicant accepts and approves the terms and provisions contained and attached, including the special provisions and the Approving Agency's adopted Designs Standards. Permits for construction expire six (6) months from the date of issue.

APPLICANT'S SIGNATURE: \_\_\_\_\_

TITLE (owner(s)/authorized agent): \_\_\_\_\_

DATE: \_\_\_\_\_

FIX AGENCY STAMP BELOW \* \* \* \* \*